

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Data and Quality Management Information Officer - Skills Bootcamp and Multiply Programmes
<b>MANAGED BY:</b>	Quality Assurance Officer
<b>GRADE:</b>	8

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Data and Quality Management Information Officer to join the People and Skills team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

The primary purpose of this post is to contribute to the successful management and administration of the West of England Combined Authority's funding for the Skills Bootcamps and Multiply programmes. This will be achieved through supporting the management and analysis of the related performance and quality data for both programmes. The post is focused on the following areas:

- Provide accurate and consistent management information relating to Combined Authority funded provision for the Skills Bootcamps and Multiply programmes.
- Undertake analysis of data to underpin allocations and funding agreements, monitoring and evaluation of delivery, payments to funded providers and performance management including providing data to support the Quality Assurance (QA) function.

- Undertake analysis of data to underpin and inform the Combined Authority's commissioning and management approach to the Skills Bootcamps and Multiply programmes.

## KEY RESPONSIBILITIES

1. Operate as a Management Information Officer for the Combined Authority's funding of the regional Skills Bootcamps and Multiply programmes.
2. Assist in the implementation of systems and procedures necessary for the effective management, co-ordination and analysis of funding and QA data of Combined Authority's Skills Bootcamps and Multiply programmes.
3. Undertake information management of the Combined Authority's delivery data including:
  - a) Quality control of data sets
  - b) Validation and monitoring of incoming qualitative and quantitative data
  - c) Maintain currency of relevant databases and QA documentation
  - d) Production of routine reporting
  - e) Identify and assist in resolution of gaps in data/information provision
  - f) Support with the development of financial and QA data dashboards
4. Ensure timely analysis of data relating to delivery of the Combined Authority's funded Skills Bootcamps and Multiply programmes.
5. Ensure that confidential regional Skills Bootcamps and Multiply programme data is dealt with appropriately and that all information data is managed and in accordance with Data Protection Legislation.
6. Produce data and quality assurance documents which are accurate and appropriate for a range of audiences both internal and external to the Combined Authority.
7. Undertake analysis of data to underpin and information the Combined Authority's commissioning and management approach for the regional Skills Bootcamps and Multiply programmes.
8. Support Project Officers as required pertaining to data and quality assurance
9. Support the People and Skills Service with ad hoc data requests relating to the regional Skills Bootcamps and Multiply programmes.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level (with a strong analytical component) or with equivalent experience

## Experience

- Experience of working in a large public sector organisation
- Experience of communicating (written and oral) with a wide range of people, particularly external stakeholders, and of explaining technical/complex information in an easy to understand manner.
- Experience of working in a funding environment

## Skills and Competencies

- Highly organised with the ability to prioritise and focus on what is important and with the confidence to constructively challenge existing working practices.
- Ability to work individually with minimum supervision and as part of a multidisciplinary team.
- Proficient numeracy skills.
- Proficient in the use of standard Microsoft Office products.
- Understanding of Power BI functionality
- Able to manipulate data for dashboards and present data effectively.
- Ability to interpret complex regulations/legislation/guidance.
- Knowledge of effective records management process and their application, particularly in ensuring files remain audit proof and that file security is upheld.
- Highly motivated with demonstrable experience of achieving personal and contributing to the achievement of team objectives.
- Good project management skills, including a sound understanding, and demonstrable use of, project controls and key performance indicators.

## DESIRABLE

### *Qualifications and Knowledge*

- Experience of working in a public sector organisation that allocates and awards grants / funding
- Knowledge of data governance protocols including adherence to data quality standards and data protection legislation
- Experience of local and central government working practices.

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days Annual Leave plus bank holidays (from 1<sup>st</sup> April 2023)
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets

- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals
- Access to an online shopping platform offering employee discounts across a huge range of retailers

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for over 23s, currently **£9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.